



## COMMUNITY DEVELOPMENT DIVISION

### FREDERICK COUNTY, MARYLAND

#### *Environmental Compliance Section*

30 North Market Street \* Frederick, Maryland 21701

Phone (301) 600-3474 \* Facsimile (301) 600-2309

## PERMIT INFORMATION MAJOR GRADING

Check each box after verifying that  
requirement is met for submittal.

### SUBMISSION REQUIREMENTS

Verified by Staff:  
Date:

- ☐ 1. Completed, Attachment (A) Major Grading Permit Application.
- ☐ 2. Approved Original Stamped Plan from Soil Conservation District – 1 Copy
- ☐ 3. Completed Frederick County "Cost Estimate Worksheet"(s)  
(Please refer to the latest version at: [www.frederickcountymd.gov/index.aspx?NID=1666](http://www.frederickcountymd.gov/index.aspx?NID=1666))
- ☐ 4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website  
[www.dat.state.md.us](http://www.dat.state.md.us).
- ☐ 5. Fees are due at the time of application.

#### Major Grading Permit Fees:

\$ 393.00 Major Grading Admin Process Fee

\$ 393.00 Stormwater Management Admin Process Fee (Per each separate SWM structure)

\$ 383.00 Public Improvement Admin Process Fee

NOTE: If the project is at the appropriate stage, inspection fees may be paid at the time of application. Please check with the Cost Estimate Reviewer to obtain the status and amount due before arrival. Inspection fees **will** be required before the permit issues.

- ☐ 6. Depending on the scope of the project all or some of the following Attachments will be required prior to the issuance of the Major Grading Permit.  
(Please refer to the latest versions at: [www.frederickcountymd.gov/index.aspx?NID=1666](http://www.frederickcountymd.gov/index.aspx?NID=1666))

- ☐ Performance Agreement for Sediment Control (SEC) and/or Stormwater Management (SWM) Secured by LOC or Escrow  
See Document: [PERF. AGREEMENT - SEC/SWM - LOC](#) -AND-

- ☐ A SEC/SWM monetary security in the form of Cash, Check or Letter of Credit (ONLY)  
See Document: [Sample: LETTER OF CREDIT - SEC/SWM](#)

- ☐ Performance Agreement for Sediment Control (SEC) and/or Stormwater Management (SWM) Secured by SURETY BOND  
See Document: [PERF. AGREEMENT - SEC/SWM - BOND](#) -AND-

- ☐ A SEC/SWM monetary security in the form of a Surety Bond \*(Also requires supplemental security of LOC or Escrow)  
See Document: [Frederick County SURETY BOND](#)

- ☐ Performance Agreement for Public Improvements that will be secured by LOC or Escrow  
See Document: [PERF. AGREEMENT - PI - LOC](#) -AND-

- ☐ A PI monetary security in the form of Cash, Check or Letter of Credit (ONLY)  
See Document: [Sample: LETTER OF CREDIT - PI](#)

- ☐ Performance Agreement for Public Improvements to be secured with a Performance Bond  
See Document: [PERF. AGREEMENT - PI - BOND](#) -AND-

- ☐ A PI monetary security in the form of a Surety Bond \*(Also requires supplemental security of LOC or Escrow)  
See Document: [Frederick County SURETY BOND](#)

## **PROCEDURES**

### **STEP ONE - APPLY FOR THE MAJOR EARTH DISTURBANCE PERMIT**

- ➔ Applications are accepted in the Department of Permits and Inspections at 30 North Market St.
- ➔ Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm.
- ➔ To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

### **STEP TWO - OBTAIN REVIEW APPROVALS**

During processing, the Major Grading application will be reviewed by Planning and Zoning and Development Review Engineering. If there is any additional information required from you, you will receive a notice in the mail.

### **STEP THREE - PERFORMANCE AGREEMENTS AND INSPECTION FEES**

Performance Agreements, Securities and Inspection Fees need to be submitted and approved before the Major Grading Permit will be issued.

Issuance: The issued Major Grading Permit will be delivered to the applicant at the Mandatory Pre-construction meeting.

## **GENERAL INFORMATION REGARDING MAJOR EARTH DISTURBANCES**

- ➔ Grading Applications are non-transferable and non-assignable.

General Information .....	301-600-2313
Customer Service Supervisor ( <i>Processing or Fee Questions</i> ) .....	301-600-1089
Zoning Reviewer ( <i>Plot Plans, Land Use, Flood Plains</i> ) .....	301-600-1143
Environmental Compliance ( <i>Perf. Agreements &amp; Securities</i> ) .....	301-600-3474
Stormwater Management Reviewer .....	301-600-1560
Cost Estimate Reviewer .....	301-600-1137

**FREDERICK COUNTY COMMUNITY DEVELOPMENT DIVISION**

DEPARTMENT OF PERMITS AND INSPECTIONS  
 30 NORTH MARKET STREET  
 FREDERICK, MARYLAND 21701  
 301-600-2313 GENERAL INFORMATION  
 301-600-3474 ENVIRONMENTAL COMPLIANCE

**ATTACHMENT (A) - Major Grading**

MJ#	A/P#
A/P#	A/P#
A/P#	A/P#
Taken By:	
Date:	

**Major Grading Application****CONTACT INFORMATION****PROPERTY OWNER**

Name(s):

Current street address for above person(s):

Town: State: Zip:

Daytime Telephone Number:

E-mail Address:

**PROPERTY INFORMATION**

Current Property Owner(s):

Property Address of Jobsite:

Town: State: Zip:

Acreage or Square Footage of Property:

Eight Digit Property Tax ID (account) #

Approved Project Number:

Project Name:

Description of Property Location if no Assigned Address:

Description of Work:

Total Property Area: (SF)

Number of Lots: MAP/PAR

**APPLICANT/CONTRACTOR**

Company name (only complete when Contractor is applying):

Current street (mailing) address for Contractor:

Town: State: Zip:

Contact Person for Contractor

E-mail Address:

Contractor Telephone Number:

**EARTH DISTURBANCE GRADING DETAILS**

Total Disturbed Area: (SF)

Defined as surface area (length times width) of any excavating, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.

Quantity of Cut and Fill: (CY)

The measurement of the volume of excavation cut and/or fill as measured by the surface area times depth or height divided by 27.

Cleared Forest Area: (SF)

The square footage of a forested area where the proposed removal of trees will result in leaving less than 100 trees per acre, where 50% or more of those trees are 2 inches or greater is caliper. \*Forest clearing greater than 20,000 square feet is subject to the Forest Resource Ordinance (FRO) requirements. If applicable a "Declaration of Intent" may be used to provide exemption from FRO requirements.

**CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON**

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I further certify that duly authorized representative of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials and plan conformance. I understand that intentional falsification and/or non-of the terms and conditions set forth in this or accompanying documents may result in a Stop Work Oder, Civil Penalty compliance with any or Criminal Charge depending on the severity, at the County's discretion.

Signature of APPLICANT

Date

Please Print Name

Nothing herein relieves the applicant from complying with any and all Federal, State and Local regulations that may be involved in conjunction with this application.